

TAB

NOV 4 1953

MEMORANDUM FOR: General Counsel  
Director of Security  
Auditor-in-Chief  
Acting Personnel Director  
Acting Comptroller  
Chief, Logistics Office  
Chief, General Services Office  
Chief, Medical Staff

SUBJECT : Use of Abbreviations

1. The Office of the Director has noted an increasing tendency within the Agency to employ abbreviations in communications addressed to the Director and Deputy Director, without insuring that such abbreviations have been clearly explained.

2. It is, therefore, requested that, when preparing correspondence for this Office or correspondence which may be brought to the attention of the Director and Deputy Director, each title be spelled out in the first instance and followed by the abbreviation enclosed in parenthesis; thereafter, in that communication, abbreviations will suffice.

STATINTL

L. K. WHITE  
Acting Deputy Director  
(Administration)

LNU VUV d

DRAFT

NOV 2 15 03 11 23  
LNU VUV d  
BEB2011NET DIRECTOR  
BEB2011NET

Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030044-6  
UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Acting Personnel Director	(CR)	18 NOV 1953
2	PRDS 29-218		
3			
4			
5			
FROM		INITIALS	DATE
1	Chief / PR&DS	(CB)	17 Nov
2			
3			

APPROVAL  INFORMATION  SIGNATURE  
 ACTION  DIRECT REPLY  RETURN  
 COMMENT  PREPARATION OF REPLY  DISPATCH  
 CONCURRENCE  RECOMMENDATION  FILE

Remarks:

In accordance with your request, the attached PDM has been written to provide procedures for using abbreviations for titles of Agency officials. Your approval and signature are requested.

#14-53 18 Nov 53

Approved For Release 2001/08/14 : CIA-RDP80-00679A000100030044-6  
SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CONFIDENTIAL

RESTRICTED

FREE

Approved For Release 2001/09/14 : CIA-RDP80-00670A000400030044-6

## ROUTING AND RECORD SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM: STATINTL MAIL ROOM 125 Curie Hall Processing & Records Division				NO.
				DATE NOV 5 1953
ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
	RECEIVED	FORWARDED		
123	- 5 NOV 1953		OD	1-2 PDM?
79-218		12 Nov	KB	263 Yes I think so
		13 Nov	JK	263
4. C/Procedure	13 Nov	13 Nov		
5. Monty	11/13		PR	6. A-PD
7. PRDS				8.
9.				10.
11.				12.
13.				14.
15.				

STATINTL

project 96

3-4 Please give deadline.

5. P.D.M. please 18 Nov. deadline

# 94-53 18 Nov 53